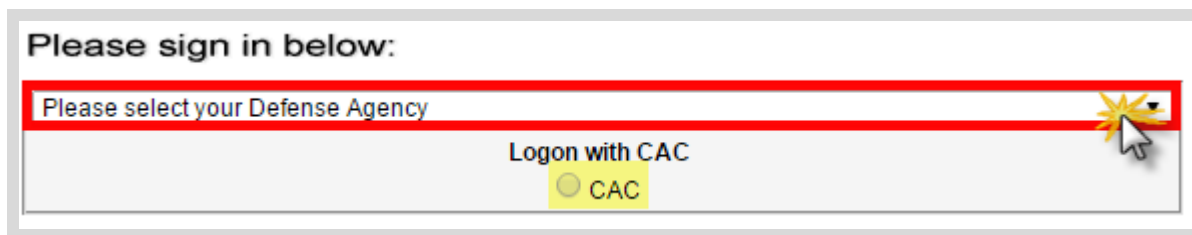# Defense Acquisition University
Course Registration for Employees of a DoD Civilian Agency

Thank you for your interest in the Defense Acquisition University. The course enrollment process is facilitated through your Acquisition Training Office (ATO), under the Director of Acquisition Career Management (DACM) for the 4th Estate. DoD civilians may submit their training requests to the ATO by accessing the Acquisition Training Application System (ACQTAS). The website and appropriate enrollment instructions are outlined below for your convenience. However, if you have any questions regarding the registration process, you may contact the ACQTAS Help Desk at 703-645-0161 or send an email to acqtashelp@asmr.com.

Please note: You must have a DoD Common Access Card (CAC) in order to apply for training.
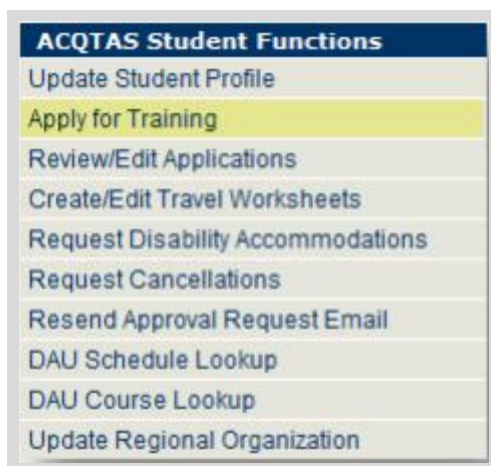
To Apply for a Course:

1. Access ACQTAS at https://www.atrrs.army.mil/channels/acqtas/.

2. Under the heading, "**Please sign in below**," you will need to select your Defense Agency from the drop-down menu, and then select the bullet next to "CAC."

   NOTE – If this is your first time logging into ACQTAS, the system will prompt you to complete your student profile at this time. Upon completing the profile, please click on "**Update Profile**." You will then be directed to a confirmation screen if all fields have been properly completed. From this screen, please select the "**Main Menu**" button in the upper-right corner.

3. Please choose "**Apply for Training**" under the ACQTAS Student Functions menu on the left side of the page.

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4. You will now be prompted to **Search for a Course** through a three step, on screen process:

   Step 1: Select a Training Category from the drop-down menu.

   Training Category: ⦿ DAU Classroom and Web courses   ○ Continuous Learning Modules   ○ Harvard Business Management Modules

   Which one do I select?

   - *DAU Classroom and Web courses*
     *This category pertains to Certification Training (DAWIA Curricula). Courses will begin with the following prefixes: **ACQ, AUD, BCF, CMA, CMM, CMQ, CMS, CON, COR, ENG, EVM, FE, GRT, IND, IRM, ISA, LOG, PMT, PQM, RQM, SAM, STM, SYS, TST**. A breakdown of these courses, and their delivery method (distance learning/in resident/classroom) is available through DAU's interactive catalog (iCatalog) at:*
     http://icatalog.dau.mil/onlinecatalog/tabnav.aspx.

   - *Continuous Learning Modules*
     *Short, online course modules that are often assignment-specific and may be completed at the students own pace. Prefixes include: **CLB, CLC, CLE, CLG, CLI, CLL, CLM, CLR, CLV, CLX, DOD, FAC, SPS**. A breakdown of these modules is available at:*
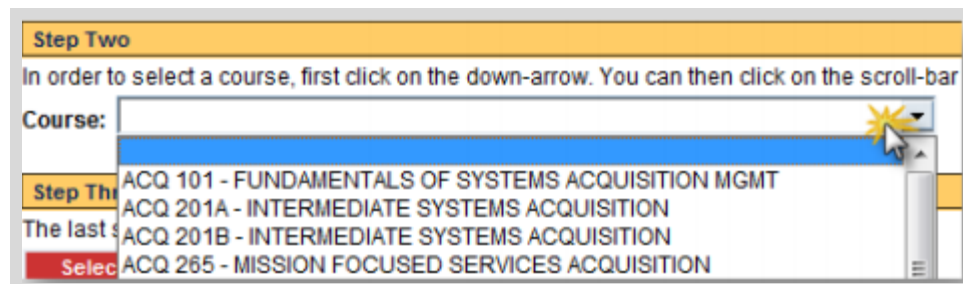   *http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx.*

   - *Harvard Business Management Modules*
     Through partnership with Harvard Business School Publishing, DoD civilians and military service members may complete the Harvard Business School (HBS) modules through the DAU Virtual Campus in order to achieve Continuous Learning Points (CLPs). A list of HBS modules may be accessed at:
     http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=HBS

   Step 2: Select your desired course from the drop-down menu. The course list is sorted alphabetically by course prefix.

Step Two
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar
Course:
ACQ 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT
ACQ 201A - INTERMEDIATE SYSTEMS ACQUISITION
ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION
ACQ 265 - MISSION FOCUSED SERVICES ACQUISITION

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Step 3: Click on "Select Course" to continue.

- If you selected a **Web Course** or **Continuous Learning Module** (to include HBS), you will now be directed to review/update your profile information. Please ensure that all information is accurate and then press "**Submit**" at the bottom of the page. Once your application is approved, it may take up to 48 hours for the enrollment to activate in the DAU Virtual Campus. You will receive an "Enrollment Notification" email from DAU that contains instructions on accessing your course materials as soon as they become available to you. First-time users will also receive login credentials for DAU's single sign-on Identity Management System via separate email communication. If you do not receive your login information within 24 hours of receiving your Enrollment Notification email, it is encouraged that you contact the DAU Help Desk at 1-866-568-6924, Option 1 or DAUhelp@dau.mil to request your login information.

- If you selected a **DAU Classroom Course**, please proceed with the following instructions.

5. Click on the location for where you wish to attend the course. If there are multiple choices available, ACQTAS will present you with a pop-up alert that contains more information to help you in making your selections. Please be sure to carefully read any information that is presented to you.

Course	Course Title
ACQ 201B	

	ARMED FORCES EUROPE / MIDDLE EAST	School
	APO , AE (501)	DAU Capital & Northeast Region Campus
	KAISERSLAUTERN , AE (507C)	DAU Training Center, Kaiserslautern, Germany
	ALABAMA	School
	GUNTER ANNEX , AL (506)	DAU South Region Campus
	HUNTSVILLE , AL (506)	DAU South Region Campus
	ARIZONA	School
	FT HUACHUCA , AZ (505	DAU West Region Campus
	CALIFORNIA	School
	CHINA LAKE , CA (505)	DAU West Region Campus

6. You will then need to click on the Class/Section number (CLS). Please take note to the Start and End dates of each offering listed.

Class	Class Type
757	Local Students / Onsite

7. You will now be directed to review your application. Please make any corrections to your contact information, as necessary, and then choose the "**Submit**" button at the bottom of the page. Generally, within 60 days of the Classroom Start Date, students should receive a "Welcome" email that includes detailed classroom information.

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Need Help?

If you have any questions regarding the application process, you may contact the ACQTAS Help Desk at 703-645-0161 or send an email to acqtashelp@asmr.com.

If you do not receive your "Enrollment Notification" email for an online course within 48 hours of receiving notice that you have a reservation, or if you do not receive a "Welcome" email 2 months prior to the Classroom Start Date when attending a class in person, please contact the DAU Help Desk 1-866-568-6924, Option 1 or send an email to DAUhelp@dau.mil. The DAU Help Desk may also provide addition administrative and technical support for the online learning environment.

This Registration Guide Was Last Updated:

05/14/2015

Feedback on this guide may be submitted to DAUhelp@dau.mil.